

National Aeronautics and
Space Administration
Goddard Space Flight Center

NO. 05-24

DATE 12/09/2004

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ANNOUNCEMENT

SUBJECT: Medical Clearance Requirement for Official International Travel

Effective with this announcement, NASA Civil Servants who perform official international travel are required to obtain a medical clearance from the GSFC NASA Center Occupational Health Unit prior to departure on international travel. This requirement is in compliance with NPD 1810.1, Health Services for International Travel or Assignment.

The Health Unit offers health services as an integral part of its Occupational Health Services. If the traveler chooses to use the Health Unit Services, the purpose of the visit should be clear; to ensure that the traveler is fit for international travel. This means making sure that necessary physical examinations and immunizations are current. It is the traveler's responsibility to secure the requisite information and clearance prior to departing on international travel.

Travelers may use the services of the Health Unit or of a private physician. If a traveler selects a private physician, the traveler must provide a completed NF 1711 to the Health Unit that will become part of the employee's medical record. Medical information provided to the Health Unit falls under the Privacy Act and will be guarded as such.

Scheduling and completing a physical examination takes time. More importantly, immunity to deadly diseases, induced by vaccines, takes time to be effective. International travelers should plan ahead, and contact the Health Unit at least 4 to 6 weeks prior to departure to prevent any delays in obtaining clearance and authorization to travel. Contact the Wallops, Health Unit at x7-1266 or the Greenbelt, Health Unit at x6-6666.

NASA has contracted with International SOS Assistance, Inc., to provide medical assistance for NASA employees while traveling globally on official NASA-related business. Any services provided in conjunction with non-NASA-related travel are the responsibility of the employees or his insurance provider. SOS Access Cards are available at the Health Units and are provided to employees once clearance is obtained. Each international traveler should carry a SOS card since it contains telephone numbers for the three worldwide alarm centers (Philadelphia, Geneva, and Singapore).

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Invitational travelers are considered to be on official government business when traveling on invitational travel authorizations, and must obtain a medical clearance from the Health Unit. Contractors are also responsible for ensuring that their employees have the required medical health and or fitness evaluation prior to performing international travel, per NASA FAR 1801.1. Contractors are not eligible to use NASA Health Unit services.

The Health Unit will be incorporated into all international Travel Manager routing lists that will be updated beginning the week of December 13, 2004. This will require all international travel authorizations to route through the Health Unit for a signature stamp. The Medical Director or designee must certify the traveler is medically cleared for international travel or the travel will not be permitted.

If the medical clearance is denied by the Medical Director, a request for a waiver can be made to the Headquarters Chief Health & Medical Officer (CHMO). The request for waiver should be submitted to your Directorate Associate Gatekeeper and addressed to the CHMO. If the CHMO supports the decision and also denies travel, one final appeal can go forward to the Officer In Charge (OIC) for the Mission Directorate. Waiver requests should be submitted to your Directorate Associate Gatekeeper and addressed to OIC.

If you have questions concerning this announcement please contact Barbara Prather at 301-286-3183.


Nancy Abell
Chief Financial Officer